

# UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

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## Network Administrator

**\*\*\*Revised\*\*\* - Closing Date Extended**

Vacancy Announcement #06-08

<b>CLOSING DATE:</b>	<b>June 9, 2006 or until filled</b>
<b>STARTING SALARY RANGE:</b>	<b>CL-28 (\$52,768 to \$85,807)</b>
<b>LOCATION:</b>	<b>San Diego, California</b>

**INTRODUCTION:** The Clerk's Office is accepting resumes for the position of Network Administrator. The Network Administrator is part of the Information Technology Section of the Clerk's Office and reports to the Network/PC Supervisor at the direction of the Director of Information Technology. Responsibilities include providing specialized information technology administration, technical support, network maintenance and installation, and documentation for network hardware, software, Novell, and Windows operating systems.

**REPRESENTATIVE DUTIES:** Under the direction of the Network/PC Supervisor and the Director of Information Technology, the Network Administrator is responsible for administering software and hardware as they relate to Novell, SQL, NT, DOS, and Windows; analyzing current network configurations for process improvement; conducting research and analysis of the capabilities of available network automation hardware and software; and developing and executing the implementation plans in support of court information technology operations. Responsibilities also include preparing technical documentation and providing training on systems to IT staff; making recommendations for proposed equipment installation and configuration; keeping apprised of developments in technology and the potential court uses; responding to help requests from all court employees; providing consultation to support the day-to-day administration, operation, and support of the organizational units and functional areas using personal computers; and providing technical advice and assistance to the systems staff of our related agency offices.

**QUALIFICATIONS:** A minimum of three years of specialized experience, including at least one year equivalent to work at the CL-27 level, is required. Specialized experience is defined as progressively responsible technical experience related to data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration, and management. Windows experience and a current CNA certification for Novell version 5.1/6.5 is required. A four-year degree and prior federal court experience is preferred.

**SKILLS:** The Network Administrator must have excellent technical, troubleshooting, and communication skills. This position has physical demands of lifting, moving, and assembling computers and equipment, which requires the ability to lift seventy pounds.

**REQUIRED CLEARANCES:** Successful applicants will be required to submit to a background clearance which

includes fingerprinting, a full field investigation, and a credit check.

**APPLICATION PROCESS:** Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, and three references that may be contacted. Please submit all application materials to:

W. Samuel Hamrick, Jr., Clerk of Court  
Attn: Human Resources #06-08  
880 Front Street, Rm. 4290  
San Diego, CA 92101-8900

or

E-mail to: [casd\\_hr@casd.uscourts.gov](mailto:casd_hr@casd.uscourts.gov)

Preference will be given to those candidates who submit their application materials by:  
**4:30pm, Friday , June 9, 2006.**

### **DISCLOSURES**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.**

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Examples of acceptable documentation include a U.S. Passport, original or a certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state drivers' license, school identification card, or U. S. Military identification card.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

